

MAI Experience Credit Application: Overview

Please note that the Experience Application itself is on page 2 of this document.

Your application for specialized Experience will require completion of BOTH the Application for Experience Credits – MAI Membership, and the List of Assignments.

- [MAI Experience Criteria and Procedures](#)
- [MAI Experience Instructions: Applications & List of Assignments](#)
- Click here for: [List of Assignments](#)

We suggest that you review the Criteria and Procedures as well as the Instructions link above prior to completing and submitting your Application for Experience Credits and List of Assignments.

You may also find the following documents helpful:

- [Experience Credit Guidance Tips for Associate Members](#)
- [Common Errors & Issues](#)
- [Appraisal Institute Certification Statements](#)
- [General Admissions Procedure Manual](#)
- [Regulation No. 1: Admission to General Associate Membership and MAI Membership](#)

Application for Experience Credits – MAI membership

Name _____ Account # _____ Date _____

Associate Member's Request

I am applying for (please choose only one):

- 4,500 Hours over at least 36 months.** [] **Hours after a previous submission, for which I received partial credit.**

Time Period: From: ____/____/____ through ____/____/____

Associate member's Certification (please check ALL boxes below)

- I have verified that the first and last report shown on my List of Assignments corresponds with the time period applied for in the section above.
- I have selected two (2) reports/assignments that are representative of my usual good work, and have made note of my selections by highlight or boldface. (Do not select assignments that were used for advisory guidance or for demonstration appraisal report credit).
- I have listed all work that I have performed during the time period listed above, that meets the definition of Specialized Experience, and for which I have significant professional responsibility. I certify that I have listed my most recent work. IF my most current work is more than 45 days old, I have provided a written explanation as an attachment to this application.
- IF there are any gaps in time, of three (3) months or more, in which I did not list work, I have provided a written explanation as an attachment to this application.
- IF there are any reports on the List of Assignments, that indicated "Did Not Sign", I have provided a written explanation as an attachment to this application.
- I am including ALL of the following: the completed application with payment, my experience Excel log/list of assignments (in excel format) and any needed explanations; I will submit electronically to experience@appraisalinstitute.org. I am aware that I will be contacted by the Admissions Department, if my application and log are approved, and given instructions on uploading my reports.
- I hereby certify that I have examined my business records and that all statements in this application, including the List of Assignments, are true and correct to the best of my knowledge and belief, and that my files contain evidence of copies or records of said assignments that may be confidentially verified by designated representative(s) of the Appraisal Institute.

Signature _____ Date _____

Payment Information

❖ **Experience Application Fee \$300**

Acct # 3100-20-2508

- VISA MasterCard American Express Check (payable to Appraisal Institute)

Card Number _____ Expiration Date _____ Signature _____

Please **scan and email** this Application along with your List of Assignments (Excel) to: experience@appraisalinstitute.org

If you need to send a *check*, please make it payable to Appraisal Institute-Experience, and mail to: Appraisal Institute, 200 W Madison St, Ste 1500, Chicago, IL 60606